

ख़्वाजा मुईनुद्दीन चिश्ती उर्दू, अरबी फारसी
विश्वविद्यालय, लखनऊ

**KHWAJA MOINUDDIN CHISHTI
URDU, ARABI FARSI UNIVERSITY,
LUCKNOW**

U.P. STATE GOVERNMENT UNIVERSITY



Minutes of Meeting (IQAC)

2019-20



خواجہ معین الدین چشتی اردو، عربی-فارسی یونیورسٹی لکھنؤ
ख़्वाजा मुईनुद्दीन चिश्ती उर्दू, अरबी-फ़ारसी विश्वविद्यालय, लखनऊ
Khwaja Moinuddin Chishti Urdu, Arabi-Farsi University, Lucknow

Minutes of IQAC Meeting

Below are the minutes of meeting conducted in the office of the Director, IQAC on 11.07.2019 at 01:00 P.M.

The following members were present:

1. Prof. Syed Haider Ali, Director IQAC
2. Prof. Masood Alam, Dept. of Arabic
3. Prof. S.S.A. Ashrafi, Dept. of Urdu
4. Dr. Sabina Bano, Dept. of Geography
5. Miss. Gulnaz Aisha Khan, Student
6. Dr. Ehtesham Ahmad, Stakeholder
7. Nitesh Kumar Srivastava, Alumni

AGENDA 1 - Introduction of CBCS at PG Level

Resolution:

It was proposed to introduce CBCS at PG Level in the University. The syllabus modifications, timetable adjustments etc. came up for discussion

AGENDA 2 - Organization of workshops/ seminars/extension lectures/conferences on relevant issues

Resolution:

It was proposed to all departments should facilitate organization of workshops/ seminars/extension lectures/conferences on relevant issues.

AGENDA 3 - Strengthening Alumni Network and creating Alumni Fund.

Resolution:

All departments were instructed to organize regular interactions with alumni and keep them engaged in various departmental committees such as Board of studies, etc. so that valid inputs and feedbacks maybe received.

Resolved, that the University shall initiate discussions on creating an Alumni Fund to foster a stronger



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connection with alumni and harness their support for the institution's development and growth.

Resolved further, a working group shall be formed to explore the feasibility, structure, and potential benefits of establishing an Alumni Fund, with the aim of enhancing alumni engagement, supporting student initiatives, and advancing institutional priorities.

Agenda 4: Discussion on enriching library resources.

Resolution:

It was decided that Library needs to be enriched with e-databases, subscriptions of journals, books and other learning materials so as to facilitate good research.

Agenda 5: Collection and analysis of Feedback forms for students

Resolution:

It was decided to collect and analyse the feedback from the students regarding curriculum/syllabus/ teaching activities for the academic session 2018-19.

Agenda 6: Discuss and recommend an Integrated Library Management System (ILMS)

Resolution:

It was resolve to discuss and recommend an Integrated Library Management System (ILMS) to enhance library services and streamline library operations.

Further Resolved the recommendation process will involve evaluating available ILMS options, considering factors such as functionality, scalability, user-friendliness, and cost-effectiveness. A recommendation will be made based on the needs and requirements of the organization, with a focus on improving access to resources, enhancing user experience, and optimizing library management processes.

Agenda 7: Recommend purchasing e-resources and journals for library enhancement.

Resolution:

Resolved to recommend the purchase of e-resources and journals for library enhancement, aiming to expand access to digital resources and enrich the library's collection.



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Further Resolved that the recommendation process will involve assessing the organization's current needs and priorities, conducting research on available e-resources and journals, evaluating their relevance and quality, and making informed recommendations based on budgetary considerations and anticipated usage patterns. Recommendations will prioritize resources that align with the curriculum, research interests, and information needs of the organization's users.

The meeting concluded with a formal vote of thanks.

Prof. (Dr.) Syed Haider Ali
Director, IQAC

Director, IQAC
Khwaja Moinuddin Chishti
Language University, Lucknow

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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting dated 16th September, 2019

A meeting was conducted in the office of the Director, IQAC on 16th September, 2019 at 01:00 PM.

The following members were present:

1. Prof. Syed Haider Ali, Director IQAC
2. Prof. Masood Alam, Member
3. Prof. S.S.A. Ashrafi, Member
4. Dr. Sabina Bano, Member
5. Finance Officer, KMCUAF University
6. Registrar, KMCUAF University
7. Miss. Gulnaz Aisha Khan, MA (Urdu) Student
8. Shri Nitesh Kumar Srivastava, (Alumni)
9. Prof. A. Chatterji, EC Member, KMCUAF University
10. Dr. Ehtesham Ahmad, Stakeholder

AGENDA I: Review of Previous IQAC Meeting held on July 19, 2019.

Prof. (Dr.) Syed Haider Ali (Director, IQAC) reviewed the points discussed in the previous meeting. The minutes of the meeting were readout with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

AGENDA II: To discuss the modalities related to the implementation of CBCS at Post-Graduate Level in various departments.

It was discussed that in keeping with the decisions taken in the previous IQAC meeting, CBCS courses are now being offered at Post Graduate Level in 13 Departments of the University viz. a viz. Urdu, Arabic, Persian, English, History, Education, History, English, Home Science, Physical Education, Geography, Commerce, Business Administration, Computer Science and Journalism & Mass Communication. The Heads/Subject-Incharges of the concerned departments were advised to monitor and modify the syllabi related to these programmes as per the guidelines issued by the UGC, from time to time.

AGENDA III : To discuss the formation of a Feedback committee to discuss the modalities for collection and analysis of feedback from different stakeholders of the University for the academic session 2019-20.



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The members discussed the feedback processes and reports generated in the academic session 2018-19. The action taken report of the past session was also discussed. The Director, IQAC noted that many students had suggested that feedback of alumni should also be taken into consideration while framing the syllabi of various courses. It was, therefore, decided that the feedback committee formulated for the Academic Session 2019-20 would also take alumni feedback into consideration.

It was further suggested that feedback of all the faculty members (who are not included in the Board of Studies) may also be taken into account while framing the syllabus of various courses.

AGENDA IV: To discuss the cultural, social and outreach activities that maybe planned for the upcoming Foundation Week celebrations.

The members discussed the various activities being planned under the celebration of COSAC -2019. The theme of the celebrations i.e. 150th Mahatma Gandhi Jayanti was also discussed. It was decided that all faculty members should be encouraged to circulate the poster/brochures of the event so that maximum participations can be achieved.

AGENDA V: To discuss the celebration of the ongoing program "DAAN-UTSAV" scheduled from 14.09.2019 to 20.09.19.

The Director, IQAC appreciated the Daan Utsav Campaign organised by cultural committee of the University for Donating Clothes, toys and story books for orphanage children at "Drishti Sansthan", Jankipuram Extension, Sector 6. It was discussed that after the donation camp -an interacting activity maybe planned by students and teachers at the orphanage on 20/09/19.

The members unanimously decided that more donation camps should be organized, on a larger scale, by involving more teachers and students, in the future under social and outreach activities of the University.

AGENDA VI: To discuss the Mentor-Mentee Program in all the Departments of the University.

In keeping with the requirements of NAAC, it was decided to introduce the Mentor-Mentee program in all the departments of the University. All faculty members would be allotted a group of students to discuss professional/personal/mental health related issues.







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AGENDA VII: To discuss the introduction of Value Added Courses/Add-on Courses in various departments.

The members discussed the need to introduce Value Added Courses in all the departments which would focus on enhancing knowledge of the students in areas beyond the scope of the syllabus or curriculum. Heads/ Subject-Incharges should be informed to initiate these courses for all the students of the University and certificates of completion may be awarded to each student who passes these courses.

AGENDA VIII: To discuss the introduction of new branches/subjects under the B.Tech and B.Sc. Programs of the University.

It was proposed by the members that new branches such as Artificial Intelligence may be introduced under the B.Tech Program. Also, subjects such as Geography, Chemistry, Mathematics, Computer Science, Electronics, Zoology, Botany, Biotechnology, Etc. may be introduced in B.Sc. Programme, in keeping with the requirements of the job markets.

AGENDA IX: To introduce more Indian and Foreign Language from AY 2020-21.

The committee resolved to introduce more Indian and foreign languages into the curriculum starting from the academic year 2020-21 to promote linguistic diversity and global competence among students.

AGENDA X: Direction to take classes online and prepare e-content

The committee resolved to direct all faculty members to take classes online and prepare e-content to ensure uninterrupted learning and accessibility for students, effective immediately.

AGENDA XI: Any Other Issues with permission of the Chair.

It was proposed by the Department of Education to initiate a M.Ed. Programme in the upcoming academic session. Further, introduction of Sociology, Engineering and Sciences at UG and PG level as per CBCS requirements was also discussed. The issue was discussed by the Director, IQAC and it was decided that the matter may be presented before the upcoming Academic Council meeting for approval.

The meeting concluded with a formal vote of thanks.



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Date: 17th JANUARY, 2020

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting dated 15th January, 2020

A meeting was conducted in the office of the Director, IQAC on 15th January, 2020 at 02:00 PM.

The following members were present:

1. Prof. Syed Haider Ali, Director IQAC
2. Prof. Masood Alam, Dept. of Arabic
3. Prof. S.S.A. Ashrafi, Dept. of Urdu
4. Dr. Sabina Bano, Dept. of Geography
5. Finance Officer, KMCUAF University
6. Registrar, KMCUAF University
7. Miss. Gulnaz Aisha Khan, MA (Urdu) Student
8. Shri Nitesh Kumar Srivastava, (Alumni)
9. Dr. Ehtesham Ahmad, Stakeholder

AGENDA I: Review of Previous IQAC Meeting held on 16/09/2019

Prof. (Dr.) Syed Haider Ali (Director, IQAC) reviewed the points discussed in the previous meeting. The minutes of the meeting were readout with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members. The Action Taken report of the meeting is as follows –

Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
To discuss the formation of a Feedback committee to discuss the modalities for collection and analysis of feedback from students, alumni and faculty members, of the University for the academic session 2019-20.	A feedback committee was formed for the above mentioned purpose, as per Annexure I.

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To discuss the cultural, social and outreach activities that maybe planned for the upcoming Foundation Week celebrations.	The posters and brochures of COSAC were circulated among all faculty members and it was assured that they would be distributed among all colleges and Universities in the city.
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AGENDA II: To plan and organize a Research Methodology workshop in the University for knowledge sharing in the area of research.

It was discussed that in order to encourage and enhance research publications amongst faculty members and research scholars, a one-week research methodology workshop should be organized. The Department of Business Administration was given the responsibility to organize the workshop in the last week of February or first week of March to facilitate the research scholars.

AGENDA III: To discuss and approve the feedback forms drafted by the Feedback committee for the academic session 2019-20.

The feedback forms drafted by the Feedback Committee were approved and it was decided that all forms should be filled in by the end of the Academic Session so that timely feedback reports may be generated. The Heads/Subject-Incharges of the concerned departments were advised to monitor the process and reach out to maximum alumni for this purpose.

AGENDA IV: To discuss the cultural, social and outreach activities that may be planned for the upcoming semester.

The members discussed the various activities being planned in the current semester. It was proposed to celebrate the National Girl Child Day on 24th January, 2020 by organizing a diet counseling session for the girl students on the campus.

AGENDA V: Any Other Issues with permission of the Chair

5.1 It was proposed by the members of the IQAC that all important national and international days being observed across the world



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should be commemorated or celebrated in the University campus so that students may be made aware of these events and knowledge-sharing in this regard, may take place.

- 5.2 To conduct a seminar (online) on the topic of 'Enhancing the quality of students' life during COVID 19'.

The committee unanimously agreed to organize a seminar (online) on 'Enhancing the quality of students' life during COVID 19'. The committee confirmed that the event will be held on 16 April 2020.

The meeting concluded with a formal vote of thanks.

Prof. (Dr.) Syed Haider Ali

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Minutes of IQAC Meeting dated 11th May, 2020

Internal Quality Assurance Cell (IQAC)

An online meeting was conducted via Google Meet on 11th May, 2020 at 02:00 PM.

The following members were present:

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1. Prof. Syed Haider Ali, Director IQAC
2. Prof. Masood Alam, Dept. of Arabic
3. Prof. S.S.A. Ashrafi, Dept. of Urdu
4. Dr. Sabina Bano, Dept. of Geography
5. Prof. Somesh Kumar Shukla, EC Member, KMCUAF
6. Finance Officer, KMCUAF University
7. Registrar, KMCUAF University
8. Prof. Rajeev Manohar, IQAC Expert, Lucknow University
9. Miss. Gulnaz Aisha Khan, MA (Urdu) Student
10. Shri Nitesh Kumar Srivastava, (Alumni)
11. Prof. A Chaterji, EC Member, KMCUAF University
12. Shri Amit Gupta, Industrialist
13. Dr. Ehtesham Ahmad, Stakeholder

AGENDA I: Review of Previous IQAC Meeting held on 15.01.2020

Prof. (Dr.) Syed Haider Ali (Director, IQAC) reviewed the points discussed in the previous meeting. The minutes of the meeting were readout with a formal discussion with all IQAC members. These minutes of the meeting along with the action taken report were approved by the IQAC members.

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Action Taken Report of IQAC Meeting dated 15th January, 2020

Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
To plan and organize a Research Methodology workshop in the University for knowledge sharing in the area of research	One Week Research Methodology Workshop is to be organized by the Department of Business Administration from 26th February, 2020 to 02nd March, 2020. A tentative list of resource persons to be invited was provided to the IQAC by the organizers.
To celebrate the National Girl Child Day on 24th January, 2020 by organizing a diet counseling session for the girl students on the campus.	As per the directions of the Hon'ble Vice Chancellor, Prof. Mahrukh Mirza, it was decided that the National Girl Child Day would be celebrated on 24 th January, 2020. Shri M.L.B. Bhatt, Hon'ble Vice Chancellor of KGMU, Lucknow would be invited as the Chief Guest for the occasion.

AGENDA II : To discuss and plan for teaching-learning/e-content development activities in keeping with the current COVID-19 scenario by using online platforms such as Google Meet and Zoom.

Resolution:

It was discussed that in keeping with the COVID-19 scenario and guidelines issued by the State Government, all classes would be conducted via Google Meet/Zoom platform –as per the time table of the respective departments. All faculty members would provide a daily report of the classes taken, student attendance, topics covered etc. to the Administrative Office. It was also decided that e-content, class video lectures, e-learning resources and links would be shared on the University website so that all students may benefit from them.

AGENDA III: To discuss the modalities related to implementation of Common Minimum Syllabus as prescribed U.P. Government.

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Resolution:

The members observed that the implementation of Common Minimum Syllabus (As per the guidelines of the U.P. Government) would be difficult as the proposed syllabus has been framed year-wise, while the University follows semester system. It was resolved that the matter be put up in the upcoming Academic Council for further discussion in this regard.

AGENDA IV: To discuss how faculty members may encourage the language skills of the students by introducing new languages in the University.

Resolution:

The members discussed that in order to create the USP of the University under its newly acquired name of "KHWAJA MOINUDDIN CHISHTI LANGUAGE UNIVERSITY", new language courses may be introduced for the students. It was proposed that languages such as – Mandarin, Chinese, Spanish, Japanese, Korean, French, German, etc. may be offered as subjects to students.

AGENDA V: To discuss the collection and analysis of feedback forms drafted by the Feedback Committee for the academic session 2020-21.

Resolution:

The members discussed the feedback processes and reports generated in the academic session 2019-20. The action taken report of the past session was also discussed. The Director, IQAC noted that many students had suggested that feedback of parents/guardians and industry experts/employers should also be taken into consideration while framing the syllabi of various courses. It was, therefore, decided that the feedback committee formulated for the Academic Session 2020-21 would also these stakeholders into consideration.

AGENDA VI: To plan and organize webinars, workshops, FDPs etc. in online mode for dissemination and knowledge sharing.

Resolution:

The sudden emergence of webinars as a medium of knowledge sharing was discussed by the members of the IQAC. A number of webinars are being



organized by faculty members of the University. The Director, IQAC appreciated this trend and further encouraged all faculty members to organize more such activities which would help in both academic as well as research developments.

AGENDA VII : Integrate professional ethics, gender, human values, and environmental issues from Sustainable Development Goals into the curriculum.

Resolution:

To integrate professional ethics, gender perspectives, human values, and environmental issues from the Sustainable Development Goals into the educational curriculum, institutions must employ interdisciplinary methods, inclusive teaching, and experiential learning to promote critical thinking and global responsibility.

Further Resolved to:

1. Revise curriculum to include interdisciplinary modules.
2. Promote experiential learning for practical application.
3. Provide faculty training for effective teaching.
4. Foster partnerships for diverse perspectives.
5. Establish mechanisms for monitoring and improvement.
6. Conduct awareness campaigns for societal impact.

AGENDA VIII: Discuss collaboration for outreach activities in the local community.

Resolution:

To discuss collaboration for outreach activities in the local community, aiming to enhance community engagement and address local needs.

Further Resolved that:

Collaboration discussions will involve local stakeholders, including community leaders, NGOs, and government agencies, to identify opportunities for joint initiatives and leverage collective resources for maximum impact. It also resolved that a policy document should be prepared for outreach activities.



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AGENDA IX: Any Other Issues with permission of the Chair.

Resolution:

The members proposed that the annual subscription of Zoom maybe taken for smooth conduction of such online events.

The meeting concluded with a formal vote of thanks.

Prof. (Dr.) Syed Haider Ali
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